

1 **STATE OF GEORGIA**
2 **COUNTY OF FULTON**
3 **CITY OF SOUTH FULTON**
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6 **RESOLUTION NO. 2018-028**
7

8 **A RESOLUTION TO AMEND THE FISCAL YEAR 2018 FINAL BUDGET FOR EACH**
9 **FUND OF THE CITY OF SOUTH FULTON, GEORGIA, APPROPRIATING THE**
10 **AMOUNTS SHOWING IN EACH FUND AS EXPENDITURES/EXPENSES, ADOPTING**
11 **THE SEVERAL ITEMS OF REVENUE ANTICIPATIONS, AND PROHIBITING**
12 **EXPENDITURES OR EXPENSES FROM EXCEEDING THE ACTUAL FUNDING**
13 **AVAILABLE AND FOR OTHER LAWFUL PURPOSES**
14

15 **WHEREAS**, the City of South Fulton ("City") is a municipal corporation duly
16 organized and existing under the laws of the State of Georgia and is charged with
17 providing public services to local residents;
18

19 **WHEREAS**, the Mayor and Council ("City Council") is the duly elected governing
20 authority of the City;
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22 **WHEREAS**, sound governmental operations require a budget in order to plan the
23 financing of services for City residents;
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25 **WHEREAS**, O.C.G.A. § 36-81-1 requires a balanced budget for the City's fiscal
26 year, which runs from October 1st to September 30th of each year;
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28 **WHEREAS**, O.C.G.A. § 36-81-3 authorizes a local government to amend "its
29 budget so as to adapt to changing governmental needs during the budget period."
30

31 **WHEREAS**, Section 6.27 of the City Charter provides that "the City Council by
32 majority vote may make changes in the appropriations contained in the current operating
33 budget at any regular meeting or special or emergency meeting called for such purposes;"
34

35 **WHEREAS**, the City Council has reviewed the amended budget as presented by
36 the City Manager;
37

38 **WHEREAS**, each of these funds is a balanced budget, so that anticipated
39 revenues and other financial resources for each fund equal the proposed expenditures or
40 expenses;
41

42 **WHEREAS**, the City Council wishes by this Resolution to amend its final Fiscal
43 Year 2018 annual budget (said amendment referred to herein as "Amended Final Fiscal
44 Year 2018 Budget"), effective from October 1, 2017 through September 30, 2018; and
45

46 **WHEREAS**, this resolution will benefit the health and general welfare of the City,
47 its citizens and general public.

48 **NOW, THEREFORE, THE CITY COUNCIL OF SOUTH FULTON, GEORGIA,**
49 **HEREBY RESOLVES:**

- 50 1. **Amendment of Budget.** That the Amended Final Fiscal Year 2018 Budget,
51 attached hereto and incorporated herein as a part of this Resolution, is hereby
52 adopted as the final budget for the City of South Fulton, Georgia for the Fiscal
53 Year 2018, which begins October 1, 2017 and ends September 30, 2018. A
54 summary is copied below of the budget adopted 9/2017 as compared to the
55 Amended Final Fiscal Year 2018 Budget adopted herein:
56

REVENUES	Adopted Budget 9/2017	Propose Amended Budget
General Fund	\$65,080,926	\$43,080,926
Debt Service		\$22,000,000
Total Source of Funds	\$65,080,926	\$65,080,926
EXPENDITURES	Adopted Budget 9/2017	Propose Amended Budget
General Fund	\$52,080,926	\$50,397,780
E-911	\$-	\$1,287,500
Debt Service	\$13,000,000	\$12,336,000
Capital Projects		\$980,000
Projected Surplus		\$79,646
Total Use of Funds	\$65,080,926	\$65,080,926

57 This budget amendment includes the creation of two new positions; Facilities
58 Manager and a Program and Performance Administrator.

- 59
- 60 2. **Appropriation.** That the several items of revenues, expenditures, other financial
61 resources, and sources of cash shown in the budget for each fund in the amounts
62 shown within the Amended Final Fiscal Year 2018 Budget are hereby adopted,
63 and that the several amounts shown in the budget for each fund as proposed
64 expenditures or expenses and uses of cash are hereby appropriated to the
65 departments named in each fund.
66
- 67 3. **Legal Level of Control.** That the "legal level of control" as defined in O.C.G.A. §
68 36-81-2 is set at the department level, meaning that the City Manager in his/her
69 capacity is authorized to move appropriations from one line item to another within
70 a department, but under no circumstances may expenditures or expenses exceed
71 the amount appropriated for a department without a further budget amendment
72 approved by the City Council.
73
- 74 4. **Expiration of Appropriations.** That all appropriations shall lapse at the end of
75 the fiscal year.

76
77 **Section 2.** It is hereby declared to be the intention of the Mayor and Council that: (a)
78 All sections, paragraphs, sentences, clauses and phrases of this Resolution are or were,
79 upon their enactment, believed by the City Council to be fully valid, enforceable and
80 constitutional.

81 (b) To the greatest extent allowed by law, each and every section, paragraph,
82 sentence, clause or phrase of this Resolution is severable from every other section,
83 paragraph, sentence, clause or phrase of this Resolution. No section, paragraph,
84 sentence, clause or phrase of this Resolution is mutually dependent upon any other
85 section, paragraph, sentence, clause or phrase of this Resolution.

86 (c) In the event that any phrase, clause, sentence, paragraph or section of this
87 Resolution shall, for any reason whatsoever, be declared invalid, unconstitutional or
88 otherwise unenforceable by the valid judgment or decree of any court of competent
89 jurisdiction, it is the express intent of the City Council that such invalidity,
90 unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not
91 render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases,
92 clauses, sentences, paragraphs or sections of the Resolution.

93 **Section 3.** All Resolutions and parts of Resolutions in conflict herewith are hereby
94 expressly repealed.

95 **Section 4.** The effective date of this Resolution shall be the date of adoption unless
96 provided otherwise by the City Charter or state and/or federal law.

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The foregoing RESOLUTION No. **2018-028**, adopted on **May 8, 2018**, was offered by Councilmember **Rowell**, who moved its approval. The motion was seconded by Councilmember **Gumbs**, and being put to a vote, the result was as follows:

	AYE	NAY
William "Bill" Edwards, Mayor	<u> ✓ </u>	<u> </u>
Mark Baker, Mayor Pro Tem	<u> ✓ </u>	<u> </u>
Catherine Foster Rowell	<u> ✓ </u>	<u> </u>
Carmalitha Lizandra Gumbs	<u> ✓ </u>	<u> </u>
Helen Zenobia Willis	<u> ✓ </u>	<u> </u>
Gertrude Naeema Gilyard	<u> ✓ </u>	<u> </u>
Rosie Jackson	<u> ✓ </u>	<u> </u>
khalid kamau	<u> ✓ </u>	<u> </u>

140 THIS RESOLUTION adopted this 8th day of May 2018. CITY OF SOUTH FULTON,
141 GEORGIA.
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149 WILLIAM "BILL" EDWARDS, MAYOR
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153 ATTEST:

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158 MARK MASSEY
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162 ITEM# Res 2018-028 DATE 5 / 8 / 2018
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165 APPROVED AS TO FORM:

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169 EMILIA C. WALKER, CITY ATTORNEY
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GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager


WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: The Honorable William Edwards

FROM: Odie Donald II 

DATE: May 3, 2018

SUBJECT: Fiscal Impact Statement – Budget Amendment Resolution

REFERENCE: *Clarification-Resolution #2018-026 2018 Budget Amendment*

CONCLUSION

There is no financial impact to the adoption of this resolution.

BACKGROUND

The proposed resolution seeks to add specific language to memorialize the creation of the two approved positions within the budget amendment resolution approved by Mayor and Council at the regular meeting on April 24th, 2018. The approved amendment included the addition of two new full-time equivalents, as was outlined in the memorandum to Mayor and Council, budget presentation, and summary which accompanied the amendment. However, on the advice of legal counsel, staff has included the addition of the language within the body of the resolution to clearly capture these additions for the record. The costs were included in the original amendment, presentation, and supporting documentation so no funding is required for the implementation of the proposed resolution. Therefore, there is no additional fiscal impact to the adoption of this resolution.

FINANCIAL PLAN IMPACT

There is no financial impact to the adoption of this resolution.



City of South Fulton, Georgia

Classification Specification

FACILITY MANAGER

Grade 25

Min \$58,856 Mid \$73,471 Max \$88,087

Purpose of Classification:

The purpose of this classification is to perform duties related to managing building and fleet maintenance operations including monitoring and approving expenditures, developing operational procedures and standards, authorizing major repairs and managing assigned staff.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Organizes, prioritizes, and assigns work; prioritizes and schedules work activities in order to meet short term and long term objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; oversees daily, weekly, monthly and special cleaning projects; oversees and insures cleanliness, maintenance and availability of equipment and supplies for facilities; oversees set up and take down of furniture and equipment for special meetings and events; determines space and storage needs consults with assigned staff to assist with complex/problem situations; provides progress and activity reports to management; assists with the revision of procedure manuals as appropriate.

Maintains records, files, reports and correspondence concerning fleet maintenance activity, labor utilization, equipment conditions, administers the fleet information management system; Negotiates and implement service contracts in support of fleet management;

Supervises, directs, and evaluates building and fleet maintenance operations and assigned staff; develops, oversees and prioritizes employee work schedules to ensure adequate coverage and control; approves/processes employee concerns and problems and counsels or disciplines as appropriate; provides technical expertise; completes and approves employee performance appraisals; directs work; reviews contractor's performance compliance inspections; acts as a liaison between employees and management; trains staff in operations, policies, and procedures; interprets and enforces policies and procedures.

Communicates with department heads, appointing authorities, administrators, and staff in order to ensure that building and fleet maintenance needs are being met: meets with supervisors, City employees, the public, facility managers and other individuals: exchanges information, resolves problems; responds to requests for service or assistance.

Manages department budget: prepares assigned area budget, including reviewing previous years' expenditures; determines staffing levels, and estimates capital purchases; monitors and approves expenditures to ensure assigned division remains in compliance; oversees the ordering and receipt of purchases; supervises inventory

control system in order to reduce loss by theft; reviews contract specifications and cost estimate and makes recommendations; oversees negotiation of service contracts, including researching and gathering supporting documentation for contract requests.

Prepares and maintains documents: completes, receives and reviews various forms, reports, and correspondence; processes, forwards or retains as appropriate; reviews department work order requests reviews, analyzes and discusses facility inspection and maintenance reports; reviews and processes time cards and attendance reports; analyze and reviews vehicle usage reports; documents facility conditions; oversees the preparation of maintenance reports and required files and records, including status reports, cost reports, and Material Safety Data Sheets (MSDS).

Verifies all health and safety procedures and policies are maintained: ensures compliance with all local, state and federal laws, rules, and standards governing building maintenance operations; develops policies, operational procedures, and standards, including establishing inspection procedures, creating criteria for assignments, and establishing safety precautions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associates degree in related field; five (5) years of experience in fleet or building maintenance to include lead or supervisory experience or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid driver's license

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and

information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Other Requirements:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, or bright/dim lights

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for this classification. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____

City of South is an Equal Opportunity and Equal Access Employer Encouraging Diversity.



City of South Fulton, Georgia

Classification Specification

PROGRAMS AND PERFORMANCE ADMINISTRATOR

Grade 28

Min \$74,141 Mid \$92,552 Max \$110,964

Purpose of Classification:

The purpose of this classification is to direct city-wide performance activities. Designs and implements programs, policies and procedures to ensure that all departments are in compliance with applicable standards, regulations, state, federal and local statutes pertaining to City operations, as applicable. In addition, duties include developing and implementing performance management programs and providing recommendation and advice on issues affecting internal government operations.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Organizes, prioritizes, and assigns work; prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; and provides progress and activity reports to department heads, City Manager, and other officials, as required.

Manages assigned program; evaluates the effectiveness and efficiency of program operations; assists in establishing and implements priorities, goals and objectives; monitors program requirements and deadlines to ensure compliance; coordinates program activities with program management teams, contractors, vendors, City staff, and other key stakeholders; serves as central point of decision making for program for internal and external stakeholders; and prepares program documents for City Manager, Mayor and Council action and approval.

Directs and manages program projects including planning, design, construction, start-up, and turnover phases; coordinates project activities with program management teams, contractors, vendors, City staff, and other key stakeholders; monitors project compliance with schedules and budgets; and prepares and submits summaries and status reports.

Develop and design customer service platforms and criteria; measure service delivery impact; provide high level recommendations to leadership (i.e. key performance indicators (KPI), performance outcomes, technology enhancements, etc.)

Generate subject-specific and annual reports, including but not limited to customer service, performance, program, etc. state, federal and local reporting, as applicable.

Responds to requests for information; assists with coordinating and participates in a variety of meetings, forums

and other public relations activities regarding program activities; communicates with representatives of relevant local, state, federal agencies, citizen advisory forums, and stakeholders, department heads, City administrators and elected officials, and provides information regarding program and project requirements, status, and other issues as needed.

Develops and implements budget for area of assignment; recommends staffing levels, equipment, materials and other budget allocations; monitors expenditures to ensure compliance with approved budget; and prepares and submits budget documentation and reports.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate's degree in public administration, business administration, economics, or related field; five (5) years of progressively responsible experience in project and program management (*previous experience in government preferred*); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Possession of a valid driver's license and acceptable driving record required.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to synthesize and integrate data for predicting, anticipating, and planning for future events impacting the organization. Includes determining strategic and tactical decisions at the highest organizational levels of authority and responsibility.

Human Interaction: Requires the ability to apply principles of negotiation. Performs such in formal situations within the context of legal guidelines.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic

algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships; involves responsibility for consideration and analysis of complex organizational problems of major conceptual functions.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

Other Requirements:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for this classification. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____

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